

2ND WORKDAY ACCRUALS:

CalTRANS, CHP, SCC
HSR, INS, DTS

OPEN ENROLLMENT TIMELINE

Current Month = **July**
Processing accruals/usage for **June**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
IT SCO	HR EE 1ST DAY TO ADD NEW (JUL) EMPLOYEES TO LAS	ACCRUALS POSTED (JUNE)	LV BEN FILE SENT 1ST Day: HR WORKS ALL ERROR MESSAGES			
	DEPT IT: USAGE FILE SENT (JUNE = VA*)					
	8	9	10	11	12	
	DEPT IT: USAGE FILE SENT (JUNE = VA*)					
	15	16	17	18	19	
		MONTHLY LAB REPORT	1ST Day: NDI - Family Care Leave (FL) added to LAS		LV BEN FILE Last Day: HR WORKS LAS ERRORS (MSG)	
	DEPT IT: USAGE FILE SENT (JUNE = VA*)					
	22	23	24	25	26	
	MASTER PAYROLL CUTOFF DOWNLOAD BALANCES / ACCRUALS	HR KEYS VA to AL TRANSFERS IN LAS AND DEPT SYSTEM			EE KEYS JULY TIME FOR AL AND/OR FL	
	29	30	31	AUGUST 1	2	
	EE KEYS JULY TIME FOR AL	LAST DAY TO ADD NEW (JUL) EMPLOYEES TO CLAS	BEGIN AUGUST LEAVE PERIOD DEPT IT: USAGE FILE SENT (JUL = AL*)	ACCRUALS POSTED (JUL)		

*Example of an employee transferring from Vacation (June) to Annual Leave (July)